



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

COMMERCIAL / INDUSTRIAL BUILDING PERMITS

GENERAL INFORMATION

The purpose of this brochure is to help you understand what information will be necessary to complete your application for a commercial/ industrial building permit and to answer some common questions related to commercial/ industrial building permits and inspections.

New commercial/ industrial construction, remodel or repair, and tenant improvements of commercial/ industrial buildings in Liberty Lake must conform to adopted standards, including the International Building, Plumbing, Mechanical, and Fire Codes, the Washington State Barrier-Free Regulations, the Washington State Energy Code, zoning regulations, application review procedures, the State Environmental Policy Act (SEPA), and various other local and state laws.

A preliminary project meeting with Planning & Community Development Dept. (P&CD) staff can be arranged to help determine your particular needs, including whether or not a particular piece of property is compatible for a given project due to the zoning, project size, etc. The City strongly encourages these preliminary project meetings, particularly on major projects, prior to the preparation of any plans or specifications to help eliminate costly changes. Please contact P&CD at 755-6707 to arrange a preliminary project meeting.

This handout serves as a brief overview on Commercial and Industrial Building Permits, for more information on specific permit requirements, please refer to the City of Liberty Lake Building and Development Codes.

COMMERCIAL PERMIT APPLICATION PROCESS

If after attending a meeting with P&CD staff, it appears that a project is compatible with zoning and other factors needed for the project to be successful, a project is ready to begin the application process. Commercial and industrial projects are processed as Commercial Permits and are classified as either an exempt project or a Type I project permit procedure type.

The following procedures outline how Commercial Permits are processed by P&CD. The City's Application Review Procedures for Project Permits enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way that complies with state law. The City utilizes a consolidated project permit process which provides for combined processing of multiple permits issued by the City related to a specific project and the environmental review on that project, as well as coordinated meetings and hearings, as applicable, associated with the project. Processing time for project permits vary depending on the type of project permit, however average processing is completed between a 45 and 120 day timeframe. Less complex commercial permits may be processed in under a 30 day timeframe. Applicants that promptly prepare and supply required items will aid in expediting the overall process. (see the City brochure on Application Review Procedures for Project Permits for additional information).

Exempt projects do not require project permit review processes, because they are generally smaller scale permits or administrative actions by P&CD that are not required to go through public notice provisions, full agency review, or State Environmental Policy Act (SEPA) review. Decisions on Exempt Projects are made by P&CD and depending on the type and complexity of the project, review time can vary. It is P&CD's goal to process projects as quickly as possible.

Commercial, Industrial, Grading, & other building permits that may require a site plan review meeting and design review, but do not require SEPA, are classified as Exempt Projects and do not require the full project permit review process. P&CD may determine that a project needs to be classified as a Type I project due to its location or complexity.

Type I project permits are generally administrative decisions that usually require SEPA with minimal notice requirements, and decisions are made by the Director or designee, without a public hearing. The Type I procedure is used when there are clear and objective approval criteria, and applying City standards and criteria requires no use of discretion.

Commercial, Industrial, Grading, & other building permits that require SEPA must follow project permit procedures for meetings, reviews, notices, etc. The following commercial / industrial projects require SEPA review:

- Residential dwelling units with 21 or more units.
- Office, school, commercial, recreational, service, or storage buildings, 12,000 square feet or greater in size or uses with 40 or more parking spaces.
- Parking lots with 40 or more parking spaces.
- Landfills and excavations of 500 cubic yards or greater.

Commercial Permit Review Process & Timeline.

The following procedures outline a chronological process for local review of project permits with specifics for each project type (Exempt or Type I) being specified. Some review process steps may not apply to all project types or some processes may be waived at the discretion of P&CD and as allowed by state law. Additionally, some projects, due to their size, complexity, location, etc. may require additional technical review. See table below for review process requirements.

Review Process Requirements	Exempt Projects	Type I
Pre-Application Conference	X ¹	X
Submittal of Application Packet and SEPA Checklist (as applicable)	X	X
Determination of Completeness (DOC)		X
Notice of Application (NOA)		X
Technical Review		X
Notice of Decision		X ²
Appeals		
Hearing Examiner Administrative Appeal		X

X = required for permit type

X¹ = projects may be required to go through a site plan review meeting and design review or P&CD Dept. consultation prior to application approval and permit issuance

X² = Notice of Decision or building / grading permit issuance

STEP 1 - PRE-APPLICATION CONFERENCES.

When a Pre-Application Conference / Site Plan Review form is completed and submitted to P&CD by the project applicant, the project permit process begins with the scheduling of a Pre-Application Conference / Site Plan Review Meeting. The meeting is usually held within two weeks from the date the completed form is submitted to P&CD. **The applicant is encouraged to submit a preliminary site plan w/ landscaping, preliminary floor plan, and preliminary building elevations w/ materials, colors, etc. (11"x17" format), the week prior to the scheduled meeting in order for the project to be reviewed by the Design Review Subcommittee at the earliest possible stage of the process.**

Pre-application conferences provide permit applicants with information regarding what general requirements must be met to process a Commercial Permit application packet and the project permit review process. At pre-application conferences, the City will, as applicable:

- Cite the comprehensive plan policies and map designations applicable to the proposal;
- Cite the development code provisions, including substantive and procedural requirements applicable to the proposal;
- Provide available technical data and assistance which will aid the applicant;
- Identify other governmental policies and regulations that relate to the application;
- Reasonably identify other opportunities or constraints concerning the application; and
- When preliminary drawings are provided prior to the pre-application conference, feedback from the design review subcommittee may be provided

At or prior to the Pre-Application Conference, applicants shall supply a Site Analysis Map (existing conditions). The site map will be used for review at the Pre-Application Conference and at a minimum the site map shall contain the following, as applicable:

- The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;
- Identification of slopes greater than 10 percent and provide topographic contour lines shown at a five (5) foot minimum interval if over 6 percent;
- The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjacent to the site;
- Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
- Resource areas, including marsh and wetland areas, streams, wildlife habitat identified by the City or any natural resource regulatory agencies as requiring protection;
- Site features, including existing structures, pavement, rock outcroppings, areas having unique views, and drainage ways, canals, and ditches;
- Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
- The general location, size, and species of existing trees and other vegetation having a caliper (diameter) of 12 inches or greater at four feet above grade;
- North arrow, scale, and names and addresses of all persons listed as owners on the most recently recorded deed;
- Name and address of project designer, contact person, engineer, surveyor, and/or planner, as applicable;
- Other information, as determined by P&CD.

STEP 2 - SUBMITTAL OF APPLICATION PACKET & SEPA CHECKLIST (AS APPLICABLE).

The City of Liberty Lake does not allow delayed submittals and encourages substantially complete application packets and SEPA Checklists to be submitted at or shortly after the Pre-Application Conference in order to expedite the review process, if possible. Applicants that promptly supply and prepare required items will aid in expediting the overall process.

- Application shall be made on forms provided by P&CD and shall include information requested on the application form which addresses the criteria with sufficient detail for review and action.
- Fees shall be established by P&CD per the adopted P&CD fee schedule.

The following outlines the minimum application requirements for most Commercial Permits, please consult P&CD for additional information or project specific requirements:

- Completed Building, Mechanical, & Plumbing Permit Applications
- Completed SEPA Checklist w/ Review Fee, if applicable
- Signed Agreement to Pay Fees
- Copy of Sewer / Water Permit
- Copies of all existing and proposed restrictions or covenants, if applicable.
- Reduced 11" x 17" Packet - Site Plan w/ Landscaping, Floor Plan, & Building Elevations
- Site plan - (submit 6 copies w/ information as applicable):
 - Scale & North Arrow, Contact information for project designer.
 - The proposed development site, including boundaries, dimensions, and gross area;
 - Features identified on the existing site analysis map which are proposed to remain on the site and features which are proposed to be removed or modified by the development;
 - The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
 - The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
 - The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
 - The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops, as applicable);
 - Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails;
 - Loading and service areas for waste disposal, loading, and delivery;
 - Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;
 - Location, type, and height of outdoor lighting;
 - Location of mail boxes, if known;
 - Location of bus stops and other public or private transportation facilities.
 - Locations, sizes, and types of signs.
 - Other information, determined by P&CD. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with the Development Code.

- Construction Drawings - (submit 6 copies w/ information as applicable):
 - Architectural w/ architect or engineer contact information and wet stamp. Architectural plans shall include:
 - Cover w/ Detail List
 - Foundation
 - Floor Plan
 - Building Elevations w/ building height and width dimensions, building materials, color, and type
 - Cross Sections, etc.
 - Structural & calculations w/ engineer contact information and wet stamp
 - Mechanical w/ architect or engineer contact information and wet stamp
 - Heating, ventilation and air conditioning drawings shall show:
 - Equipment locations
 - Exhaust systems
 - Duct system layout, (including; ducts, registers, diffusers, grill sizes, and air quantities)
 - Fire dampers and listings
 - Kitchen hood details/shafts
 - Plumbing w/ architect or engineer contact information and wet stamp
 - Electrical fixture locations
- Project Specifications - (submit 3 copies w/ Engineer wet stamp)
- Fire Suppression - (submit 3 copies)
- Non-Residential Energy Code (NREC) details, calculations, lighting budgets, and plan review & inspection acknowledgment forms - (submit 3 copies)
- Critical Materials List - (submit 3 copies)
- Drainage Report & Stormwater Calculation - (submit 3 copies w/ Engineer wet stamp)
- Exterior Lighting Plan w/ light fixture specifications - (submit 2 copies)
- Civil / Grading / Stormwater plans - (submit 6 copies w/ Engineer wet stamp on plans and calculations):
 - Grading plan prepared by a registered engineer shall be required for developments which would result in the grading (cut or fill) 500 cubic yards or greater.
 - Location and extent to which grading will take place
 - Indicate general changes to contour lines
 - Slope ratios
 - Slope stabilization proposals
 - Location and height of retaining walls, if proposed.
 - Drainage swales
 - Drywells
 - Roof plan showing slope/drainage
 - Drainage of loading dock areas
 - Containment design
 - Culver and grate capacity calculations

- Landscape Plan - (submit 2 copies w/ information as applicable):
 - Scale & North Arrow, Contact information for Landscape Architect or designer
 - The location and height of existing and proposed fences and other buffering or screening materials;
 - The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
 - The location, size, and species of the existing and proposed plant materials (at time of planting - plant schedule);
 - Existing and proposed building and pavement outlines;
 - Specifications for soil at time of planting and anticipated planting schedule.
 - Irrigation system (if plantings are not drought-tolerant, may be automatic or other approved method of irrigation)
 - Other information as deemed appropriate by P&CD. An arborist's report may be required for sites with significant vegetation that is protected under Article 10-3C of the City of Liberty Lake Development Code. Per the discretion of P&CD, some projects may combine site and landscape plans.
- Letter or narrative report documenting compliance with the applicable approval criteria contained in Section 10-4C-4 of the City Development Code and listed below.
 - The proposed land use is permitted by the underlying zoning district (City Development Code Chapter 2);
 - The application complies with the all of the applicable provisions of the underlying Zoning District (City Development Code Chapter 2), including: building and yard setbacks, lot area and dimensions, residential density, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses and design or other development standards are met (City Development Code Chapters 3);
 - All applicable building and fire code standards are met;
 - The applicant shall be required to upgrade any existing development that does not
 - comply with the applicable zoning district standards, in conformance with City Development Code Article 10-5C - Non-Conforming Uses and Development;
 - Conditions required as part of a Land Division (City Development Code Article 10-4E), Conditional Use Permit (City Development Code Article 10-4F), Specific Area Plan Overlay (City Development Code Article 10-2M), or other approval are met.
 - The application is complete, as determined in accordance with City Building Code Title 9, Building Regulations, City Development Code Article 10-4B, and City Development Code Section 10-4C-3, and other applicable Titles within the City Municipal Code.
- Additional items:
 - Special inspection forms for (as applicable):
 - Concrete, Masonry, Grout, Rebar, Steel, Welding, Bolting, and Soils
 - Grading permits may be required for site work.
 - Curb cuts and driveway approaches may require an Approach Permit obtained through Planning & Community Development .
 - Any work conducted within the public right-of-way may require a Right -of-Way Permit obtained through Planning & Community Development.
 - Electrical permits can be obtained from the WA State Dept. of Labor and Industries, (324-2640). For connection to the power distribution lines, contact the serving utility.
 - Sign permits are required prior to any signage installation.

The following process steps are required for Type I Projects only.

STEP 3 - DETERMINATION OF COMPLETENESS (DOC).

The Determination of Completeness (DOC) is issued to permit applicants to advise them that the necessary paperwork has been submitted, including complete application packets and a SEPA checklist (if applicable) or what items need to be submitted to make the application packet complete. The "procedural submission requirements" of the City have been met so City departments and other public agencies can begin review of an application packet, or if all required application packet documents have not been included, what is still needed. Preliminary SEPA review, if applicable, is also conducted during this phase. Issuance of a DOC shall not preclude the City from requesting additional information or studies either at the time of the Determination of Completeness or subsequently if new information is required or substantial changes in the proposed action occur. Please consult the City of Liberty Lake Development Code about the process for handling changes or additions to the application after the issuance of a Determination of Completeness.

To prepare for the Notice of Application (NOA), P&CD will supply the applicant with the required notice preparation instructions and signage example for the project.

STEP 4 - NOTICE OF APPLICATION (NOA).

When the applicant provides the required Spokane County Assessor Map(s), the completed notification envelopes, and the completed title company / applicant certification form, described below and on Page 8, the City shall provide a Notice of Application (NOA) to the public, and the departments and agencies with jurisdiction that an application has been submitted and that the opportunity for comment is available within the defined fourteen (14) calendar day comment period.

Notice occurs via mail, posting on the City website, publication in the official City newspaper, and on-site signage, as applicable. The NOA is completed within 14 days of the DOC and provides for a 14-day comment period. During this phase, preliminary State Environmental Policy Act (SEPA) threshold determination would also be covered (if applicable).

When P&CD is the lead agency for SEPA, the Optional Determination of Nonsignificance "Optional DNS" process is generally used where the SEPA checklist is routed for comment with the NOA and P&CD makes a preliminary SEPA threshold determination concurrently with the NOA. The NOA may also be combined with a scoping notice for a determination of significance (DS) or P&CD may issue a determination of significance and scoping notice prior to the NOA. If the optional DNS process mentioned is not being used, a Determination of Nonsignificance (DNS) or Mitigated Determination of Nonsignificance (MDNS) threshold determination must be issued after the NOA.

Notice Requirements - Mailings

Type I Project Permits: The applicant shall prepare envelopes to notify property owners as follows and complete an affidavit confirming that these provisions have been fulfilled:

- Property owners and taxpayers, if different than the property owners, whose property is adjacent to or within a one hundred fifty (150) foot radius of the perimeter of the subject site, whichever is greater, including any access easement(s) serving said site, shall be notified by mail at least fourteen (14) calendar days prior to the close of the comment period.
- In those instances where any portion of the property abutting the subject site is owned, controlled, or under option by the applicant or his representative, then the adjacent notification radius shall be based on the total ownership, including the abutting, controlled property.

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- Property owners and taxpayers are those shown on the Spokane County Assessor's/ Treasurer's most current computer records obtained by the applicant from a title company no more than thirty (30) calendar days prior to the issuance of the Notice of Application.
- The notification shall consist only of information approved and provided by P&CD and envelopes shall be prepared by the applicant with the required postage, but not sealed. The applicant shall also prepare envelopes for agencies with jurisdiction, as directed by P&CD. Completed envelopes shall be given to P&CD at least eighteen (18) calendar days prior to the close of the comment period.
- P&CD shall check the envelopes, mail them, and complete an affidavit confirming that these provisions have been fulfilled. The notice shall be deemed mailed when deposited in the United States mail, postage prepaid, and properly addressed. Notice shall be deemed adequate when each property owner and taxpayer having a complete mailing address shown on the Assessor's/ Treasurer's most current computer records is mailed a notice. The failure of any person to actually receive a mailed notice shall not invalidate any project permit decision. The Notice of Application shall be mailed through regular U.S. mail or personally served at least fourteen (14) calendar days prior to the end of the comment period.

NOTICE OF APPLICATION	
PROJECT FILE #: "EXAMPLE"	
PROPOSAL: "EXAMPLE"	
APPLICANT: "EXAMPLE"	
ENVIRONMENTAL REVIEW: "EXAMPLE _____"	
REVIEW AUTHORITY: CITY OF LIBERTY LAKE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT	
ATTACH ACTUAL NOTICE OF APPLICATION TO BOTTOM OF SIGN	ATTACH ACTUAL SEPA DETERMINATION TO BOTTOM OF SIGN, IF APPLICABLE

Notice Requirements - Publication

Type I Project Permits: P&CD shall publish a Notice of Application in the official City newspaper and on the City website, at least one week prior to the end of the NOA comment period.

STEP 5 - TECHNICAL REVIEW.

Technical Review is a process where City staff and affected agencies review proposals for consistency and conformance with applicable regulations and to finalize proposed conditions of approval for the project in preparation for the project to proceed to building and/or grading permit issuance. At the meeting, affected agencies and City staff present the applicant with comments on the project and the proposed conditions of approval prior to the building or grading permit issuance. P&CD schedules the meeting for after the close of the NOA comment period and the review process should occur within 14 days of the close of the comment period for the NOA. A final SEPA determination (if applicable) would also be made prior to or during the Technical Review period. An additional Technical Review Meeting may be required on some Type I projects prior to permit issuance, depending project complexity, as determined by P&CD. The Technical Review Meeting may waived for some less complex Type I projects per the discretion of P&CD.

STEP 6 - NOTICE OF DECISION (NOD).

Type I Project Permits: The Notice of Decision to approve, conditionally approve, or deny the application is issued by the Director of Planning & Community Development, or designee, after reviewing the staff recommendation on the project. The notice shall be provided to the applicant, the Spokane County Assessor, and to any person who, prior to the rendering of the decision, requested notice of the decision or submitted substantive comments on the application. Additionally, notice shall be published in the official City newspaper and on the City website. The building or grading permit for the project may be issued concurrently with or after the issuance of the NOD, unless additional review is required as a condition of approval for the project. The final SEPA Determination, if applicable is usually issued with the NOD.

APPEAL PROCEDURES.

Administrative appeal. Interested parties with standing, as defined in RCW 36.70C, have the opportunity to appeal a decision on a project permit. The decision may be appealed within fourteen (14) calendar days from the date the decision is rendered by delivering a notice of appeal to P&CD by mail or personal delivery. The notice of appeal must be received by 4:00 p.m. on the last day of the appeal period, unless the last day of the appeal period falls on a weekend or holiday, the notice of appeal shall then be due on the following business day. Appeal requests shall contain all information required in the City of Liberty Lake Development Code. Any notice of appeal not in full compliance with the Development Code shall not be considered. For more information on appeals procedures, consult the City of Liberty Lake Development Code, Section 10-4B-4, subsection H.

Type I Project Permits: An 'open record' appeal to the Hearing Examiner is available on many Type I project permits. The appeal procedure shall be as outlined in the City of Liberty Lake Development Code, Section 10-4G-2, subsection H for Appeals of Administrative Interpretations by the P&CD Director.

TIME COMPUTATION.

In computing any period of time prescribed or allowed by the Development Code, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday or legal holiday, including Sunday, in which event, the period runs until the end of the next day which is not a Saturday or legal holiday.

NEIGHBORHOOD MEETINGS.

Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their project permit application in order to solicit input and exchange information about the proposed development. In some cases, the Director may require the applicant to meet with a City-recognized neighborhood association or group prior to accepting an application as complete.

COMMERCIAL PERMIT FEES & INSPECTIONS

Fees for building permits are based on valuation using standard market rates for similar types of construction. The actual fees are established by the International Building Code and are based on the size and use of the structure. Please refer to the current P&CD Fee Schedule or consult with P&CD staff. In addition to building, plumbing, mechanical, and grading permit fees, commercial and industrial projects within the City of Liberty Lake are required to participate in the Harvard Road Mitigation Plan, in lieu of a transportation impact study. The fees charged in conjunction with this mitigation plan are applied towards City transportation improvements and are based on the types of land uses associated with the project.

At a minimum, the following inspections are required of Commercial Permits in Liberty Lake:

- **Footing/ Foundation** - When forms and reinforcement are in place and prior to placement of concrete.
- **Framing** - After all framing, bracing and blocking is in place, and prior to concealing.
- **Insulation** - After the insulation is installed.
- **Drywall** - After nailing is complete but before taping or finishing (Fire walls only).
- **Fire Systems** - Fire alarm and sprinkler systems must be tested and witnessed by the Building Inspector.
- **Special Inspections** - The owner may be required to employ an approved special inspector for the types of work listed under **Chapter 17** of the International Building Code.
- **Plumbing** - After rough-in, before covering, and final.
- **Mechanical** - Rough in of piping, before covering metal chimneys, before concealment, and final.
- **Site Improvements** - Site drainage, landscaping, parking, etc., prior to occupancy. (An inspection is recommended at the grading stage, prior to placement of sod, etc., to verify appropriate grades).
- **Final** - When complete, prior to occupancy.

Subsequent to an approved final inspection a Certificate of Occupancy will be issued. In addition to the above inspections, any equipment, systems, or materials which would be concealed by framing, drywall, concrete, etc., must be inspected prior to cover. If during construction, problems arise where site modifications are required (i.e., parking, site drainage, landscaping, etc.) separate as-built drawings may be required demonstrating compliance with City requirements. It is the responsibility of the permittee to see that the required inspections are made. Failure to notify P&CD that construction has progressed to a point where inspection is required may necessitate the removal of certain parts of the construction at the owner's expense.

To schedule inspections, please call the City Building Inspector at 755-6705 or 218-4900. A 24 hour notice shall be required for scheduling City inspections. Under certain circumstances, parts of your project may require inspections from other agencies, please contact P&CD for more information (also see City Brochure - Information Directory).

Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the City of Liberty Lake Planning & Community Development Department.

FOR MORE INFORMATION PLEASE CONTACT:

LIBERTY LAKE PLANNING AND COMMUNITY DEVELOPMENT
22710 E. COUNTRY VISTA BLVD., LIBERTY LAKE, WA 99019
TELEPHONE: (509) 755-6707, FAX: (509) 755-6713
WWW.LIBERTYLAKewa.GOV